



Meridian
Property Services

3024 S. Broad St. Hamilton NJ 08610

www.meridianservices.com

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

Schedule 03FAC

Facilities Maintenance and Management

Special Item Numbers

811-002- Complete Facilities Maintenance

811-003- Complete Facilities management

Contract Number

GS21F0153W

Contract Period

4/26/10 – 4/25/15

Contractor

Meridian Property Services

3024 S. Broad St.

Hamilton NJ 08610

609 920 8800

Contract Administrator

Martha Van Cleve

mvc@meridianservices.com

Business size

Small

About Meridian Property Services

Meridian Property Services is a privately held property and facilities management and construction company, which provides a range of services to building owners and tenants. Its services include full service and limited scope property and Facilities Management, Building Maintenance, HVAC and Electrical Services, Construction of alterations and additions, Janitorial Services, and Photovoltaic/Solar Installations. It serves clients in New Jersey and the Greater Delaware Valley.

Customization, communication and flexibility have been keys to Meridian's success. It customizes its services to an agreed upon level determined by the client's needs, based on its experience and knowledge.

Meridian incorporates the goals and expectations of the client in the solutions used to manage their portfolio within the approved operating budget.

CUSTOMER INFORMATION

1.a

SIN 811-002 - *Complete Facilities Maintenance*

Services related to the complete operations, maintenance, and repair of military and government facilities to include green maintenance. These services could include, but are not limited to a combination of: facility/building maintenance; repair and maintenance of all mechanical building systems; HVAC, boiler and chiller maintenance; renewable energy systems; Energy Management Control Services (EMCS); carpentry; masonry; pest control services; grounds maintenance; landscaping; tree trimming; snow removal; elevator inspection and maintenance services; fire alarm system preventive maintenance and repair services; fire suppression system preventative maintenance and repair services; locksmith services; painting as it relates to maintenance; janitorial/custodial services; collection and disposal of refuse; collection and disposal of recyclable materials; roofing repair (excluding complete roof replacement); plumbing and pipefitting; electrical, including high/low voltage systems and utility service; maintenance and repair of exterior electrical distribution systems; paving as it relates to maintenance and repair of surface areas; support training and consulting services; operation and maintenance of water; distribution system and maintenance of the septic field; repair of water tanks.

SIN 811-003 - *Complete Facilities Management*

Services include management and consulting services associated with facilities maintenance services to assure fully adequate and timely completion of all services. Included in this service will be management duties including, but not limited to, property and facilities management, planning, scheduling, quality control services, and computer and/or facilities management systems. This service will include adequate staff of personnel and alternatives as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices.

1.b

Service Proposed (e.g. Job Title / Task)	Unit of Issue (e.g. Hour, Task, or Sq. Ft.)	Year 1 Price Offered to GSA (excluding IFF)	Year 1 Final Price Offered to GSA (including IFF)	Year 2 Final Price Offered to GSA (including IFF)	Year 3 Final Price Offered to GSA (including IFF)	Year 4 Final Price Offered to GSA (including IFF)	Year 5 Final Price Offered to GSA (including IFF)
Administrative Assistant**	Hour	26.73	26.93	28.01	29.13	30.29	31.50
Carpenter**	Hour	73.26	73.81	76.76	79.83	83.03	86.35
Electrician**	Hour	87.12	87.77	91.28	94.94	98.73	102.68
General Maintenance Worker**	Hour	56.43	56.85	59.13	61.49	63.95	66.51
HVAC Mechanic**	Hour	56.43	56.85	59.13	61.49	63.95	66.51
Janitor**	Hour	43.56	43.89	45.64	47.47	49.37	51.34
Laborer**	Hour	56.43	56.85	59.13	61.49	63.95	66.51
Laborer, Grounds Maintenance**	Hour	56.43	56.85	59.13	61.49	63.95	66.51
Maintenance Supervisor	Hour	64.35	64.83	67.43	70.12	72.93	75.85
Maintenance Trades Helper**	Hour	43.56	43.89	45.64	47.47	49.37	51.34
Painter**	Hour	52.47	52.86	54.98	57.18	59.46	61.84
Plumber**	Hour	83.16	83.78	87.14	90.62	94.25	98.02
Project Manager	Hour	81.18	81.79	85.06	88.46	92.00	95.68

1.c

Position Descriptions

Project Manager (Exempt)

Responsibilities: Total management responsibility for a single project or contract operation. Manage administrative, professional, supervisory personnel. Assure quality of work, safety, and productivity of project employees and subcontractors. Provide consistent point of contact for clients contracting officer and technical representatives. Assure compliance of contractor's operation with contract provisions for all federal and state regulations incorporated therein.

Education & Experience: Have a bachelor's degree with five years experience in management/supervision, or ten years in management/supervision without degree. Must be knowledgeable of computerized management scheduling and maintenance management software.

Maintenance Supervisor (Exempt)

Responsibilities: Provides staff supervision and instruction on facility procedures and assists as required; performs training of new employees; oversees and assures the satisfactory performance of daily operations, scheduling, staff assignments; assists staff personnel with assigned tasks, operational issues, and concerns; assigns, oversees, and assists with scheduled Preventative Maintenance as required; monitors HVAC control panels and equipment; purchases tools, parts, materials, and supplies as required; and assists with employee reviews and evaluations.

Education & Experience: Have a high school diploma or equivalent and appropriate certification and licensing. Have at least six years of experience with two or more of those years in a supervisory position.

General Maintenance Worker

Responsibilities: Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery. Excludes workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

Education & Experience: Have a high school diploma or equivalent. Have the ability to read, write, and speak the English language. Have at least one year of experience in a commercial/industrial environment.

Maintenance Trades Helper

Responsibilities: Performs maintenance and repair tasks as required in the appropriate trade. Assists one or more workers in the skilled maintenance trades, by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machines, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeymen.

Education & Experience: Have the ability to read, write, and speak the English language. Have at least one year of experience in a commercial/industrial environment.

Electrician

Responsibilities: Performs operation and maintenance of low-voltage electrical power systems and maintains complete wiring systems, conduit systems, cable systems, conductors, switches, receptacles, outlets, devices plates, and grounds and light fixtures. Operates and maintains power generation equipment and emergency generating devices. Repairs electrical equipment by using techniques including disassembling electrical units such as generators, motors, voltage regulators, and electrical appliances; locates sources of malfunction; and accomplishes required repairs by splicing or replacing wiring, rewinding armatures and field coils, replacing commutators and damaged parts. Uses common hand tools, tubing, and conduit benders, hand and motor operated conduit threading machines, soldering irons, and hand drills. Ensures that all replacements are of the same kind, equal or better type, style, quality, grade, or class to obtain specific operating characteristics or to match other items already in place. Ensures that all work conforms to the National Electric Code.

Education & Experience: Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or an approved apprentice program to qualify as a journeyman electrician. Have at least three years' experience as an exterior and interior electrician within a commercial or industrial building. Have any licenses or permits required by federal, state, or local regulatory agencies to perform position duties.

Heating, Ventilation, and Air-Conditioning Mechanic

Responsibilities: Installs, services, and repairs environmental control systems in residences, office buildings, and other facilities utilizing knowledge of refrigeration theory, pipefitting, and structural layout. Mounts compressor and condenser units on platform or floor following blueprints or engineering specifications. Inspects, tests, and services installed building equipment such as furnaces, air conditioners, convection units, heat exchanges, air handlers, and electrical pneumatic controls. Inspects plumbing fixtures, piping, and appliances. Corrects minor leaks and malfunctions, replacing gasket, washers, and other expendable items. Performs minor repairs of inoperable or sluggish equipment and replaces minor components.

Education & Experience: Have at least a high school diploma or equivalent and have sufficient technical education from either an accredited technical school or through an approved apprentice program to qualify as a journeyman HVAC mechanic. Have at least two years experience in addition to completion of HVAC apprenticeship and licensing.

Painter

Responsibilities: Paints and redecorates walls, woodwork, and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing gummy or filler in nail holes and interstices; and applying paint with spray gun or brush.

Education & Experience: Have a high school diploma or equivalent. In general, the work of the maintenance painter requires training and experience usually acquired through a formal apprenticeship or equivalent training or experience. Have at least one year of experience in a commercial/industrial environment.

Carpenter

Responsibilities: Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Performs general carpentry work which may include the following: repairs or replaces weather-stripping around doors and windows, caulking around windows and/or frames, door locks, hinges, silencers/closers, stops, and thresholds; inspects and repairs or replaces broken or loose tile, broken glass, and panic hardware on doors, shelves, room dividers, lockers, ceiling tile, metal latrine partitions, door and window screens. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions; making standard shop computations relating to dimensions of work; selecting materials necessary for the work.

Education & Experience: Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or apprentice program to qualify as a journeyman carpenter. Have at least three years of experience as a journeyman carpenter working in a commercial or industrial establishment or in a construction environment.

Plumber

Responsibilities: Assembles, installs, and repairs pipes, fittings and fixtures of heating, water, and drainage systems according to specifications and plumbing codes. Studies building plans and working drawings to determine work aides required and sequence of installations. Inspection of structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe, pipe connections, and passage holes for pipes in walls and floors. Cuts openings in walls and floors to accommodate pipe and pipe fittings; cuts and threads pipe; bends pipe to required angle;

assembles and installs valves, pipe fittings, and pipe; joins pipes by use of screws, bolts, fittings, solder, plastic solvent, and caulk joints; fills pipe system with water or air and reads pressure gages to determine whether system is leaking. Installs and repairs plumbing fixtures such as sinks, commodes, bathtubs, water heaters, hot-water tanks, garbage disposal units, dishwashers, and water softeners. Maintains plumbing by replacing washers in leaky faucets, mending burst pipes, opening clogged drains, and welding holding fixtures to steel structural members.

Education & Experience: Have at least a high school diploma or equivalent. Have sufficient technical education through an accredited technical school or apprentice program to qualify as a journeyman plumber. Have at least three years experience as a journeyman plumber in a commercial or industrial environment. Have any licenses or permits required by federal, state, or local regulatory agencies to perform position duties.

Janitor

Responsibilities: Cleans and keeps in an orderly condition designated building working areas and washrooms, entryways, lobbies, or other spaces. Duties involve: sweeping, mopping, scrubbing, and polishing floors; vacuuming and cleaning carpets; stripping, refinishing hard and resilient flooring; cleaning and washing walls and other surfaces; dusting equipment, furniture, blinds, fixtures, and other surfaces; polishing metal fixtures, porcelain bathroom fixtures or trimmings; cleaning lavatories, showers, and other bathroom fixtures; reporting need for repairs to equipment, furniture, building, and fixtures; replenishing supplies such as toilet tissue, paper towels, soap, etc. if required; removing trash and other refuse; performing other duties such as snow removal, leaf raking, grass cutting, edging etc. as assigned.

Education & Experience: Have the ability to read, write, and speak the English language. Have at least one year of experience as a janitor in a commercial/industrial building.

Laborer

Responsibilities: Performs tasks that require mainly physical abilities and effort involving little specialized skill or prior work experience. Duties include but are not limited to: loads and unloads trucks and other conveyances; moves supplies and materials to proper locations; stacks materials for storage or binning; collects refuse and salvageable materials; digs, fills, and tamps earth excavations; levels grounds using pick, shovel, tamper, and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers; spreads sand and salt on icy roads and walkways; picks up and disposes of leaves and trash; moves and arranges heavy pieces of furniture, appliances, equipment, and machinery.

Education & Experience: Have the ability to read, write, and speak the English language. Have at least one year of experience as a laborer performing work designated by a supervisor or foreman related to maintenance of commercial or industrial facilities.

Laborer, Grounds Maintenance

Responsibilities: Maintains grounds of industrial, commercial, or public property. Duties include: cuts grass; trims hedges and edges around walks, flower beds, and wells; prunes shrubs and trees; waters lawns and shrubs; picks up and disposes of leaves, paper, and other litter; removes snow from walks, driveways, roads, or parking lots; spreads salt on walkways or other areas where and when necessary; cleans office and workshop areas and parking lots; repairs and/or paints structures and equipment such as fences, gates, benches, tables, and guardrails; assists in repair of roads, walks, buildings, and mechanical equipment.

Education & Experience: Have the ability to read, write, and speak the English language. Have at least one year of experience in a commercial/industrial/education institution environment.

Administrative Assistant

Responsibilities: May be called upon to perform a variety of administrative and support functions which include, but are not limited to: general administrative support, customer service desk/representative services, information collection, file maintenance, database population, etc. Tasks to be performed include the coordination of emergency and non-emergency response activities, generating and logging building work orders, and general office maintenance and organization.

Education & Experience: Have a high school diploma or equivalent and appropriate certification. Have at least two years of experience in a general office setting. Have the ability to interact with the public and a working knowledge of commonly used office equipment and systems.

2. Maximum Order: \$750,000.00

3. Minimum Order: None

4. Geographic coverage (delivery area). Domestic

5. Discount from list prices or statement of net price.

6. Quantity discounts. None

7. Prompt payment terms. .25% before 20 days

8. Government purchase cards accepted. Yes, below and above

9. Foreign items. None

10. Time of delivery. Normal :30 days
Emergency: Can be negotiated

11. F.O.B. point(s). Destination

12. Ordering address(es). Meridian Property Services
3024 S. Broad St.
Hamilton NJ 08610

13. Payment address(es). Meridian Property Services
3024 S. Broad St.
Hamilton NJ 08610

14. Warranty provision. Standard Commercial

15. Terms and conditions of Government purchase card acceptance. Same as above #8

16. Data Universal Number System (DUNS) number. 798798880

17. Notification regarding registration in Central Contractor Registration (CCR) database. Active

